Module 6

Chapter 2

Updating Pay, Benefits, and Entitlements Data

Chapter Overview

Introduction   This chapter shows you how to manage PB&E data.

- You must use the RPA to update benefits that require the production of a NPA, such as:
  - Federal Group Life Insurance (FEGLI).
  - Retirement plan information (CSRS, FERS).
  - TSP.
- You can update PB&E data through the **People** window →
  <**Assignment>** for benefits that do not require an RPA, such as:
  - Health Insurance.
  - Government Awards.

Chapter Contents

Chapter Overview, Continued

Who Does It?   You must be in the role of Personnelist.
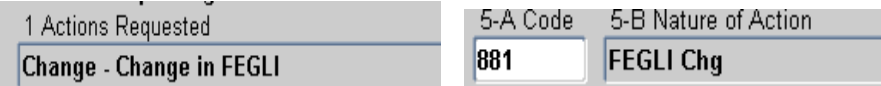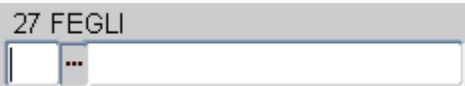
Before You Begin

- PB&E is initialized upon an appointment action. Some elements, such as life insurance and TSP have a waiting period before the elements can be updated or an initial entry made.
- To enter an element for an employee:
    - If necessary, change the effective date to the correct date for making the element entry by DateTracking.
    - If the pay period is closed at the effective date, you cannot make any non-recurring entries of elements that process in payroll runs.
- Use the **Element Entries** window to make and review manual entries to input values for individual employees.
    - If the element you need to add or change is not found in the **Elements Entries** window, you can select it from the **Elements** LOV.

Processing a Change in FEGLI (Using the RPA)

Purpose   This procedure guides you through the steps for updating the PB&E area in an employee's record using the RPA. The example is for a Change in FEGLI.

Accessing and Completing the FEGLI Change

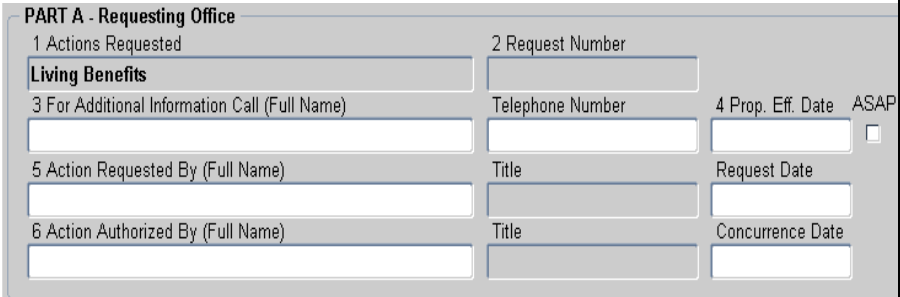| Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Change Actions* → *Change in FEGLI* → **<Open>**
2	The RPA displays the **Change in FEGLI** populated in **PART A – Requesting Office**. The *Action Requested*, *Nature of Action Code*, and *Legal Authority* populated with the NOA Code and clear text. Complete the following data fields: 1 Actions Requested 5-A Code 5-B Nature of Action Change - Change in FEGLI 881 FEGLI Chg
3	Click **<Employee and Position Data>** tab at the top of the RPA to advance No information is needed on the Position Data page.
4	With your cursor in the *FEGLI* data field, click the LOV icon to select the information needed. Click the**<OK>** button. 27 FEGLI
5	Click **<Remarks and Address>** tab to advance to Page 4. With your cursor in **Part F**, **Remarks**, click the LOV icon to select the appropriate remark then click the**<OK>** button Repeat the procedure if more remarks are needed. PART F - Remarks for SF 50 Code Description
6	Click *Save* icon and route the request as required by Component business rules.

Processing a Living Benefits Election

Purpose   This procedure illustrates how to process full or partial Living Benefits
Election by an employee.

**Accessing the RPA and
Completing the Living Benefits
Election**

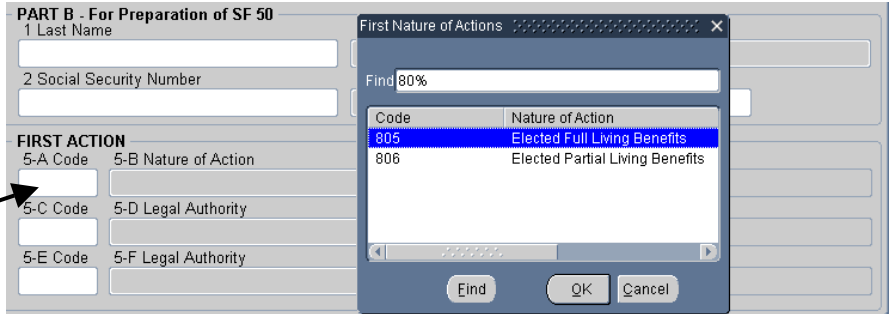| Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Living Benefits* → **<Open>**.
2	The RPA displays the **Living Benefits** populated in **PART A – Requesting Office**. Complete the other data fields as required. PART A - Requesting Office 1 Actions Requested 2 Request Number **Living Benefits** 3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP 5 Action Requested By (Full Name) Title Request Date 6 Action Authorized By (Full Name) Title Concurrence Date
3	With your cursor in the blank data fields of **Part A - Requesting Office** Region, use the LOV and make appropriate selections. Then click the **<OK>** button. Or type in the information.
4	With your cursor in **Part B – For Preparation of SF-50** Region, retrieve the employee's information by typing in either the last name or social security number to automatically populate the data fields. You can also use the LOV on the Toolbar.
5	In the *Effective Date* data field, enter an effective date for the Living Benefits election. • Type in a date using the format: DD-MMM-YYYY. *Or* • Click the LOV to display the calendar to select and enter a date.

Processing a Living Benefits Election, Continued

Completing the Living Benefits Election

Step	Action
6	Click in the *5-A Code* data field then click the LOV icon. To display the **First Nature of Action** codes Select a code then click the **<OK>** button. The corresponding *Nature of Action* and *Legal Authority* data fields display in the appropriate data fields.
7	Click **<Remarks and Address>** tab to access **Part F – Remarks for SF-50** Region, click in the *Code* data field, then click the LOV icon to display a list of FEGLI related remarks. Select the appropriate remark and click the **<OK>** button. To add additional remarks, click the next *Code* data field and repeat the procedure. If there are more than four remarks, click the last *Code* data field and click the down arrow on your keyboard to insert additional remarks.
8	Insert any data required to complete a remark (indicated by a blank, underlined space). **Note:** Do not include a period at the end of the inserted data, the system populates the data with a period. If you do include the period, it will result in two periods on the NPA when it is printed.
9	Click Save and route the request as required by Component business rules. **Note:** There is no change to the *FEGLI* data field on the **Employee and Position Data** tab

Initiating or Updating a PB&E Element (Without an RPA)

Purpose   This procedure illustrates how to initiate a new data element (for example, Living Quarters Allowance), or update an element when a NPA is **not** required.

Initiating a New Element
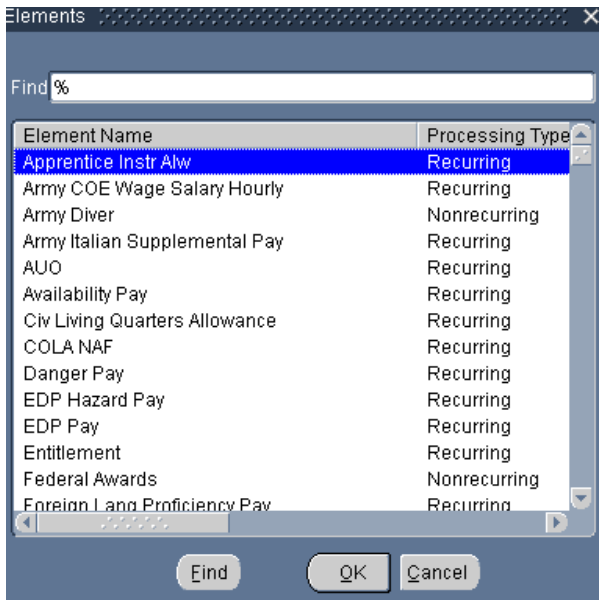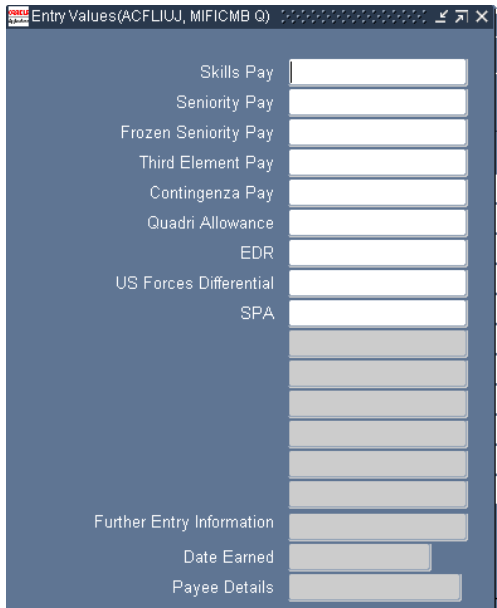
Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**.
2	The **Find Person** window opens. Type in the employee's name or social security number the click the**<Find>** button.
3	The **People** window opens If the effective date of the data change is not the current date, click Alter Effective Date [31] on the Toolbar and enter new effective date.
4	Click the <**Assignment>** button.
5	Click the <**Entries>** button.
6	If no data displays in the *Element Name* data fields then: • Click in the first *Element Name* data field. • Press the **F11 / Ctrl +F11** button If data displays in the *Element Name* data fields, go to step 7.
7	Select the first blank *Element Name* data field. **Note:** If there are no blank fields, "arrow" down until a blank field displays.

Initiating or Updating a PB&E Element (Without an RPA),

Continued

Initiating a New Element (continued)

Step	Action
8	Click the LOV icon to select the appropriate item, then click the <**OK**> button. **Elements** Find % Element Name — Processing Type Apprentice Instr Alw — Recurring Army COE Wage Salary Hourly — Recurring Army Diver — Nonrecurring Army Italian Supplemental Pay — Recurring AUO — Recurring Availability Pay — Recurring Civ Living Quarters Allowance — Recurring COLA NAF — Recurring Danger Pay — Recurring EDP Hazard Pay — Recurring EDP Pay — Recurring Entitlement — Recurring Federal Awards — Nonrecurring Foreign Lang Proficiency Pay — Recurring Find OK Cancel
9	Click the <**Entry Values**> button Complete the data fields then click the <**OK**> button Entry Values(ACFLIUJ, MIFICMB Q) Skills Pay Seniority Pay Frozen Seniority Pay Third Element Pay Contingenza Pay Quadri Allowance EDR US Forces Differential SPA Further Entry Information Date Earned Payee Details

Initiating or Updating a PB&E Element (Without an RPA),
Continued

Initiating a New Element (continued)

Step	Action
10	Click *Save* icon and exit the windows.
11	If the effective date was altered, click the **Alter Effective Date** button on the Toolbar then click the <**Reset>** button on the **Alter Effective Date** window to return to the current date.

Updating an Element

Step	Action
1	Follow steps 1-6 of **Initiating a New Data Element** in this chapter.
2	Select the appropriate *Element Name*
3	Click the <**Entry Values>** button.
4	Click in the data field you need to change.
5	Click the LOV icon to select the new item then click the<**OK>** button.
6	If you are changing existing data, an **Option** window will appear asking Update or Correction. • Select <**Update>** to change the record as of the effective date you specify. When you update a record all previous information is preserved and can be viewed in history. • Select <**Correction>** if the previous data was incorrect. The new information will override the previous information back to the date the error occurred.
6	Click *Save* icon and exit the window. The Message Line will indicate that the transaction is complete and has been applied and saved.
7	If the effective date was altered, click the **Alter Effective Date** button on the Toolbar then click the <**Reset>** button to return to the current date.